

DOCUMENT RESUME

ED 194 090

IR 008 957

AUTHOR Bierman, Kenneth J.; And Others
 TITLE Unit Time/Cost Study of the Acquisitions Unit, Technical Services Division, Tucson Public Library.
 INSTITUTION Tucson Public Library, Ariz.
 PUB DATE Jun 80
 NOTE 30p.; For related documents, see IR 008 956-959.
 EDRS PRICE MF01/PC02 Plus Postage.
 DESCRIPTORS *Cost Effectiveness; *Cost Estimates; *Library Acquisition; *Public Libraries; Records (Forms); *Unit Costs
 IDENTIFIERS *Time Studies

ABSTRACT

In the third and final report of a series designed to develop unit time and costs for the major operations of the Technical Services Division of the Tucson Public Library, the Acquisitions Unit's activities are analyzed by means of self-recorded daily logs. Ordering, accounting, and receiving are performed in this area, and those functions are detailed both in narrative form and a series of tables. Selection costs are not included in this report. A summary of unit costs is presented in which single and multiple copy ordering variations are used as examples. (Author)

 * Reproductions supplied by EDRS are the best that can be made *
 * from the original document. *

ED194090

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

UNIT TIME/COST STUDY OF THE
ACQUISITIONS UNIT
TECHNICAL SERVICES DIVISION
TUCSON PUBLIC LIBRARY

TPL PLANNING OFFICE

Kenneth J. Bierman
Nedra L. Kayner
Jane Mallon

June 1980

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY
Kenneth J. Bierman

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

IR008957

TABLE OF CONTENTS

Introduction.....	1
Methodology.....	2
Overview of Activities within the Acquisitions Unit.....	3
Summary of Unit Costs.....	7
Detailed Explanation of Acquisitions Procedures.....	13
Major Acquisition Processes	
Table 1: Hours and Staffing Detail.....	19
Table 2: Unit Time/Personnel Costs.....	21
Table 3: Unit Time/Personnel Costs.....	23
Appendices	
Appendix A: Sample Daily Log.....	25

INTRODUCTION

This report is the third in a series of three papers to determine unit time and costs of the major operations of the Tucson Public Library's Technical Service Division. The first unit time/cost study outlined the activities of the Processing Unit.¹ The second study dealt with the Cataloging Unit.² This study completes the series with a study of the Acquisitions Unit. The combined product of these reports will give average unit time and cost estimates for acquiring, cataloging, and processing library materials being added to the cataloged collections of the Tucson Public Library.

This series is planned to be occasionally revised and updated to reflect procedural and staffing changes that have or will occur within the Technical Services Division.

1. Bierman, Kenneth J. "Unit Time/Cost Study of the Processing Unit, Technical Services Division", January 1977, 8p. Revised June 1980.
2. Kayner, Nedra L. "Unit Time/Cost Study of the Cataloging Unit, Technical Services Division, Tucson Public Library", October 1978, 25p.

METHODOLOGY

For a three week period in October 1979, each member of the Acquisitions Unit recorded on daily log sheets time spent at various tasks and quantities of materials handled. (See Appendix A, page 25). This report is based primarily upon these measurements. The period October 2 - 22 is felt to be reasonably and accurately represented.

Clusters of activities divided by major tasks, i.e., Ordering, Accounting, Receiving, were developed from the daily logs. These activities are presented in Table 1-3, and demonstrate the approximate time spent at each task in Acquisitions each week during the sampling period along with estimated costs.

Costs given in this paper are based on hourly rates. By reducing the 40 hour work week to 30 hours, these rates were adjusted to allow for holidays, normal use of annual and sick leave, and breaks. Two cost levels are presented. The first cost level indicates direct personnel costs to which an additional 30% has been added to include fringe benefits (health insurance, social security, etc.) paid by the City. The second cost level adds 75% to the adjusted salary cost to cover overhead (utilities, space, equipment, BATAB charges, administrative costs, etc.).

OVERVIEW OF ACTIVITIES WITHIN THE ACQUISITIONS UNIT

The Acquiring Unit of the Technical Services Division is charged with obtaining materials for the library system. In this function it produces selection lists, places orders and authorizes payment for books, periodicals, phonorecords, art prints, and all other library materials. The current materials budget is \$650,000.

Materials are acquired in a number of ways, the most common two being the use of Greenaway or review copies, and the submission of green slips for replacement titles and for titles not expected to be received as Greenaways or review copies.

Greenaway plans are arrangements made to obtain review copies of books from selected publishers at the time of publication. These copies are listed on selection lists by the Acquiring Unit and are made available for consideration for purchase by agency heads.

Titles which are not expected to be received as review copies are judged on the basis of printed reviews and those selected are submitted by Public Service staff who copy the bibliographic information and citations onto green slips. Green slips are used by the Acquiring Unit to compile the non-Greenaway book selection lists, as well as other materials lists (Spanish, phonorecord, cassette, etc.).

Other methods of obtaining materials include standing orders (automatic shipment by publishers of updated editions of reference-type materials), McNaughtons (lease plans for popular new titles), book club memberships and association memberships. All newspaper and periodical subscriptions for the library system are placed centrally by the Acquiring Unit.

Since 1972 the Library has been using a computerized ordering system called BATAB. Bibliographic and order information are keyed onto diskettes using special keying machines, and the diskettes are used by the City Computer Services Department to produce selection lists, purchase orders, and open order and financial reports. There is a BATAB computer run once a week.

Ordered materials are received, unpacked, and checked in by the Acquiring Unit, and the transactions necessary to clear invoices are keyed onto the diskettes for computer input. The cleared invoices and matching computer output are forwarded to the City Accounting Department where another computer program automatically produces the city checks to pay the invoices.

As invoices are paid, the BATAB program deducts the money amounts from the budgets of the agencies which ordered the materials. Weekly fund status reports and summary reports are produced on two levels, the library system level as well as the

individual agency level. The fund status reports show agency librarians the week's financial transactions and budgetary balance, while the open order reports show them which titles are still on order or in process. Open order reports are produced for the library on a system wide basis as well as for the individual agencies.

After materials are checked in and invoices are cleared, the Acquiring Unit forwards the materials with their appropriate documentation to the Cataloging Unit, sorting titles according to adult/juvenile, fiction/nonfiction, new titles/added copies and circulating/reference.

In addition to acquiring and paying for materials, the unit performs a number of other services for the library system as listed below:

System Reserve Unit. This is the unit that centralizes reserves for popular titles which are in high demand throughout the library system. The unit acquires multiple copies of these titles, receives reserves from the agencies and fills the reserves by mail.

Periodical and Mail Service. The Acquiring Unit receives, sorts and dispatches all mail for the Administrative Office, Technical Services and the Professional Library, the Main Library and Extension. The periodicals and newspapers for these locations are part of the mail deliveries received, and these are checked in and delivered daily.

Claims Service. The Acquiring Unit receives claims for missing issues of newspapers and periodicals from all agencies. These claims are organized and the problems are resolved in a number of ways depending upon their causes.

Gifts. Gift of library materials are received, usually at the agencies, and are forwarded to the Acquiring Unit. The unit also sends letters of acknowledgement for gifts received if requested.

Label Production. The unit also does the keying necessary for the computer input which produces spine and pocket labels automatically. The resulting labels are used by the Processing Unit in readying materials for public use.

County Survey. For those agencies not yet using the automated circulation system, the Acquiring Unit manually scans circulation records and keys the information necessary for computer analysis which determines the share of library costs to be borne by the County.

Staffing in Acquisitions during this study was the equivalent of 10.5 full-time positions. These positions included 1 Librarian IV, 1 Library Technical Assistant III, 2 Library Technical Assistant II, 3.5 Library Technical Assistant I, 1 Data Control Clerk, 1 Clerk-Typist II, 1 General Office Clerk. In December 1979 the staffing level was reduced by .5 General Office Clerk.

SUMMARY OF UNIT COSTS

Before proceeding to the detailed explanation of Acquiring procedures and unit time/costs, the following summary is provided. The data that follows is derived from the detailed information that appears in the final section of this report.

Four cases will be presented to illustrate typical unit costs:

- 1) a single copy new title order to a specialized publisher that is not handled by Baker & Taylor
- 2) a new title to a publisher handled by Baker & Taylor for which 5 copies are being ordered
- 3) a new title to a publisher handled by Baker & Taylor for which 20 copies are being ordered
- 4) an order for 5 copies of a title previously ordered for which bibliographic information is still in the BATAB file.

1) A single copy new title order to a specialized publisher that is not handled by Baker & Taylor is most typical of Main, Government Reference and Special Collection orders. Cost estimates are as follows:

TASK	STAFF COST PER COPY INCLUDING FRINGE BENEFITS (Table 2)	STAFF COST PER COPY INCLUDING FRINGE BENEFITS AND OVERHEAD (Table 3)
Searching	\$.81	\$1.41
Establishing & Keying Vendor	2.55	4.46
Keying Biblio- graphic Data	.90	1.56
Keying Order	.10	.18
Receiving & Accounting	<u>.68</u>	<u>1.19</u>
TOTAL	\$5.04	\$8.80

A variation on this case would be a single copy new title order from a publisher which Baker & Taylor handles in which case the total cost including fringe benefits would be \$2.49 and \$4.34 including fringe benefits and overhead.

2) A new title to a publisher handled by Baker & Taylor for which five copies are being ordered is very typical of the acquiring process of the Tucson Public Library. Cost estimates are as follows:

TASK	STAFF COST PER COPY INCLUDING FRINGE BENEFITS (Table 2)	STAFF COST PER COPY INCLUDING FRINGE BENEFITS AND OVERHEAD (Table 3)
Searching	\$.11	\$.18
Keying Biblio- graphic Data	.18	.31
Keying Order	.10	.18
Receiving & Accounting	<u>.31</u>	<u>.54</u>
TOTAL	\$.70	\$1.21

3) A new title to a publisher handled by Baker & Taylor for which twenty copies are being ordered describes a very popular adult or juvenile title. Cost estimates are as follows:

TASK	STAFF COST PER COPY INCLUDING FRINGE BENEFITS (Table 2)	STAFF COST PER COPY INCLUDING FRINGE BENEFITS AND OVERHEAD (Table 3)
Searching	\$.03	\$.05
Keying Biblio- graphic Data	.05	.08
Keying Order	.10	.18
Receiving & Accounting	<u>.24</u>	<u>.42</u>
TOTAL	\$.42	\$.73

4) One of the significant advantages of BATAB is the relative ease with which additional copies of a title already in the

data base can be ordered. The following costs assume 5 copies of a title already in the data base are being ordered:

TASK	STAFF COST FOR COPY INCLUDING FRINGE BENEFITS (Table 2)	STAFF COST PER COPY INCLUDING FRINGE BENEFITS AND OVERHEAD (Table 3)
Searching	\$.06	\$.09
Keying Order	.10	.18
Receiving & Accounting	<u>.31</u>	<u>.54</u>
TOTAL	\$.47	\$.81

As can be seen from the above illustrations, the cost per volume of a title being acquired is significantly reduced with multiple copy ordering. This is of course no surprise but the reality is brought home by these costs. The costs of acquiring a single copy from a non-B&T publisher is seven times more than the per copy cost of acquiring five copies of a title from B&T.

Before proceeding to the final section of this report, which provides a more detailed explanation of the acquiring procedures as well as detailed unit times and costs, let us take our unit cost estimates from above and multiply them by the yearly work load estimates to obtain an estimate of the yearly cost for acquiring library material (print and non-print). We can then

compare this yearly cost with the actual yearly costs from Table 1 (page 19).

	Total Yearly Staff Cost Including Fringe Benefits	Total Yearly Staff Cost Including Fringe Benefits and Overhead
Single copy new title orders from publishers not handled by Baker & Taylor 600/year	\$ 3,000	\$ 5,000
Single copy new title orders from publishers handled by Baker & Taylor 16,000/year	39,850	69,400
Multiple copy new title orders from publishers handled by Baker & Taylor 49,000/year	34,300	59,300
Added copy orders from publishers handled by Baker & Taylor 24,400/year	<u>12,200</u>	<u>20,000</u>
	\$89,350	\$154,000
ESTIMATES FROM TABLE 1 (page 19)*	\$90,753	\$158,821

*Includes Ordering, Accounting, Receiving, and Miscellaneous. Does not include Periodical Handling, Label Production, SRU, or Administration.

As the study demonstrates, there is no single answer to the question "What does it cost to acquire a book (or record, art print, cassette, etc.)?" It depends on the kind of book (or non-print material) and the number of copies being acquired at the same time.

We can however take the total cost of acquiring library material and divide it by the total number of items acquired to arrive at an overall "average" cost per copy acquired as follows:

$$\$158,821 \div 90,000 = \$1.76 \text{ per copy acquired including Overhead}$$

This cost, of course, does not include the cost of selecting the material in the first place.

DETAILED EXPLANATION OF ACQUISITIONS PROCEDURES

The following describes the tasks recorded in Tables 1 - 3, pages 19 through 24.

1. ORDERING PROCEDURES

A. Bibliographic Searching. Titles presented for selection listing or for ordering without listing are searched in a number of sources. The accuracy of the bibliographic information is checked only if an error is suspected. It has always been the policy that the public service staff are to check their sources and turn in citations that are as correct as possible. The Acquiring Unit usually accepts this information as it is received and searches to determine if a title is new to the library and to determine where it should be purchased.

1. Green slips, the major order input source, are searched first in the BATAB book history because if they are already in the data base, the searching is probably complete. All that is required then is the book number from the book history and a transaction procedure to list or to order the item, after it has been determined that it is not an unintentional duplication.

Green slip titles not found in the book history may be searched in the official file and shelf list if they are older publications, as they may not prove to be new titles. Green slips for updated editions are similarly checked for call numbers and holdings of the previous editions.

Problem green slips with missing, illegible or obviously incorrect information are searched in BIP, OCLC, PTLA, or any of a

number of other sources to resolve the problems.

2. Greenaways are almost always new titles, so they are not routinely searched anywhere. As the book is in hand, there is usually no problem of bibliographic information, and as it is presumed to be a new title, there are no holdings to be looked up. Greenaways are checked further only if they are updated editions, reissues, paperbound editions of titles previously published in hardcover, or if reading level (adult, young adult, juvenile) is difficult to determine.

3. Standing Orders are usually updated editions and are almost always searched. Keying memo orders, here-billed titles, and gifts are further examples of working with the material in hand and those titles are rather carefully searched in the book history, official file and shelf list for previous cataloging and library holdings.

B. Keying and verifying are performed by all members of the unit on the IBM 3742 Diskette data entry machine. The most time-consuming of the transactions to key are the original bibliographic entries of titles (30 transactions). Once a title has been entered into the data base, subsequent transactions regarding that title are simple and quick. The only transactions which are verified are those which place orders or clear invoices (51, 52, 55 and 56 transactions). The county survey keying becomes ever less of a task as CLSI takes over this statistical recordkeeping. Label-keying is a time-consuming job. It is usually done daily and takes 2 or 3 people approximately an hour and a half each.

Vendor entries are keyed once a week. Transactions which change existing records in the data base are called 32 transactions and these can involve quite a bit of keying when selection list messages are added.

C. Typing. Some of the 51 forms are typed, not keyed. This is done in the case of gift titles which are not found in the book history. Instead of entering these titles (often out-of-print and not available for purchase) into the BATAB system, order sets (51 forms) are hand typed. Similarly, some labels are typed and not keyed. This is done in the case of labels with problems, such as labels with lengthy call numbers.

Typing tasks also include correspondence with publishers and suppliers regarding titles, subscriptions, orders, prices or problems. Claiming missing issues of subscriptions involves typing, usually onto forms supplied by the periodical jobber. Material gifts are acknowledged by the Acquiring Unit, either with a form or a letter.

D. BATAB handling is an integral part of all of the procedures of the Acquiring Unit. In the case of ordering procedures it involves assembling and readying the computer input for the weekly run, and checking the selection lists before duplication and distribution.

II. Accounting procedures are almost entirely a matter of handling and analyzing BATAB output (as opposed to ordering procedures with

their non-BATAB bibliographic tasks). Accounting procedures include checking of invoices against the computer-produced invoice summary report before forwarding to the accounting department for payment, and checking of fund status reports before distribution to agencies. Input errors are corrected as they are discovered during the various checking tasks. Selection list review, part of the ordering process, turns up some of the errors too. The BATAB-produced purchase orders are also reviewed before they are mailed to vendors.

III. Receiving procedures begin with bursting and filing by vendor, the order sets (51 forms) to await receipt of materials. When the materials are received they must be unpacked and checked against both the invoice and the 51 forms to be sure we received what we ordered and what we were billed for. Invoice-clearing information for all except Baker & Taylor shipments must be keyed on the diskette machines. The material is then usually sorted and delivered to cataloging, or sometimes sent to the agencies uncataloged. Greenaways are similarly unpacked, but there are no 51 forms waiting, as they are memo orders, and the material is forwarded to the book selection meeting after listing and invoice clearing. Gifts are unpacked and 55 transactions are keyed for those already in the book history.

A large portion of the material received daily consists of the periodical mail, newspapers, and letter mail for the Main Library, Administration, and Technical Services. This mail is sorted, checked in if necessary, and distributed. During the

period covered by the time/cost study the acquiring unit was delivering the Main Library mail via "bibliocycle" or in boxes on a dolly. Since then we have been shorthanded and the mail is taken to the Main Library via truck by the library system's regular delivery people.

IV. Periodical handling covers the ordering, checking in and claiming of periodicals. The acquiring unit orders periodical subscriptions, authorizes payment and claims missing issues for the entire library system. Branches check in their own periodicals, but the acquiring unit checks in the periodical mail for the Main Library, the Governmental Reference Library, the Administrative offices, and Technical Services.

At the time this study was made, the large annual subscription order to our main periodical jobber (Ebsco) was being entered into the BATAB system, so there was much more time spent on this task than is the case during most of the year, although there are always some direct renewals done every week. Similarly, claiming of missing issues is usually done once a month, and during the period covered by the study the claims were typed and sent out for the month. Check of holdings data, also, is an occasional task, done only 2 or 3 times a year to update entries in the library's union list of periodicals.

V. Labels are keyed every morning. The skilled key operators

do not verify their work, as their low error rate does not justify verification. Less experienced operators verify their own work. There are some labels which are special for one reason or another, and these need to be hand-typed. Problems encountered by the key-operators or the typists, such as questionable spelling or inconsistent call numbers, are referred to the supervisor for resolution. She consults the official file, and the cataloger if necessary. Each morning when the day's label keying is completed, the diskettes are taken by unit personnel to the city data processing department, and the labels produced by the previous day's keying are picked up and brought back for the Processing Unit.

VI. The System Reserve Unit, which operates out of the Acquiring Unit, was not a part of the time/cost study. However, as several people from the Acquiring Unit share the SRU tasks of buying, filing, typing, mailing, checking out and checking in, some time figures for the SRU system emerged in the process of reporting people's activities. As SRU circulation figures are always kept, it is possible for a rough cost estimate to be made.

TABLE 1

MAJOR ACQUISITION PROCESSES:
APPROXIMATE HOURS SPENT PER WEEK AND
STAFF ALLOCATION* (FTE) BY TASK,
OCTOBER 2-22, 1979

ESTIMATED ANNUAL COST				
TASK	APPRX. HOURS PER WEEK DURING OCT. 2-22	FTE	INCLUDING 30% FRINGE BENEFITS	INCLUDING 30% FRINGE BENEFITS AND 75% OVERHEAD
ORDERING LIBRARY MATERIALS				
Searching	30.0			
Keying Bibliographic Data	26.5			
Establishing and Keying Vendor	2.0			
Keying and Verifying Orders	14.0			
Computer Run Preparation	1.0			
Selection List Review	6.5			
Reproduction and distribution of BATAB Reports	5.0			
Manual Orders	3.0			
Cancellations and reorders	1.0			
Total	89.0	3.0	\$ 41,886	\$ 73,302
ACCOUNTING				
Review fund status, financial statements	.5			
Invoice Handling	4.0			
BATAB Report Processing	7.5			
Purchase Order Processing	3.5			
Total	15.5	.5	\$ 6,981	\$ 12,217
RECEIVING				
Keying non B&T receipts and misc. updates	5.0			
Gifts	3.5			
Greenaway handling	8.0			
McNaughtons	1.0			
Unpacking & checking order form/invoice	33.0			
Distribution to Cataloging	6.0			
Send out uncataloged material	.5			
Burst, file 51s	3.5			
General mail receipt, sorting	13.0			
Total	73.5	2.4	\$ 33,509	\$ 58,642

TABLE 1 (CONTINUED)

E 1 (CONTINUED)		ESTIMATED ANNUAL COST		
TASK	APPROX. HOURS PER WEEK DURING OCT. 2-22	FTE	INCLUDING 30% FRINGE BENEFITS	INCLUDING 30% FRINGE BENEFITS AND 75% OVERHEAD
PERIODICAL HANDLING				
Annual Subscriptions	14.5			
Check-in	5.0			
Delivery (Main)	3.0			
Claims (System-wide)	6.0			
Check of Holding Data	12.0			
Total	40.5	1.3	\$ 18,151	\$ 31,764
LABEL PRODUCTION				
Delivery (Computer Services)	3.0			
Keying and Verifying	8.0			
Typing	1.0			
Review and Problems	.5			
Total	12.5	.4	\$ 5,585	\$ 9,774
SRU	39.0	1.3	\$ 18,151	\$ 31,764
MISC				
File Maintenance	2.0			
Management (Meetings, training, etc.)	12.0			
Correspondence	1.5			
Other	1.5			
Total	17.0	.6	\$ 8,377	\$ 14,660
ADMINISTRATION				
Head of Acquisitions	30.0	1.0	\$ 27,893	\$ 48,813
TOTAL		10.5	\$160,533	\$280,936

*Staff allocation (FTE) was estimated using a 30 hour week to adjust for holidays, normal use of annual and sick leave, and breaks.

TABLE 2

MAJOR ACQUISITION PROCESSES
UNIT TIME/PERSONNEL COSTS INCLUDING
FRINGE BENEFITS (30%)

<u>TASK</u>	<u>Average No. of Units Handled Per Week During Oct. 2-22</u>	<u>Average Time (Minutes) Per Unit</u>	<u>Cost Per Unit</u>
ORDERING LIBRARY MATERIALS			
Searching	1009	1.8 (search)	\$.27
Keying Bibliographic Data	259	6.0 (title)	.90
Establishing and Keying Vendor	7	17.1 (vendor)	2.55
Keying and Verifying Orders	2376	.7 (volume)	.10
Computer Run Preparation	1*	63.3	9.43
Selection List Review	1*	383.3	57.11
Reproduction and distribution of BATAB Reports	1*	295.0	43.96
Manual Orders	62.6	3.1 (title)	.46
Cancellations and reorders	26.3	2.2 (title)	.33
ACCOUNTING			
Review fund status, financial statements	1*	30.0	4.47
Invoice Handling	1*	238.3	35.51
BATAB Reports Processing	1*	443.3	66.05
Purchase Order Processing	1*	196.6	29.29
RECEIVING			
Keying non-B&T receipts and misc. updates	910	.3 (record)	.04
Gifts	91	2.3 (title)	.34
Greenaway handling	--	448.2	66.78
McNaughtons	29	1.8 (volume)	.27
Unpacking & checking order form/invoice	1341	1.5 (volume)	.22
Distribution to Cataloging	--	45.0	6.71
Send out uncataloged material	--	25.0	3.73
Burst, file 51s	--	210.0	31.29
General mail receipt, sorting	2260	.3 (item)	.04
PERIODICAL HANDLING			
Annual Subscriptions	--	871.6	129.87
Check-in	778	.4 (item)	.06
Delivery (Main)	6	31.1	4.63
Claims (System-wide)	89	4.0 (claim)	.60
Check of Holding Data	--	736.6	109.75

*Once per week

TABLE 2 (CONTINUED)

<u>TASK</u>	<u>Average No. of Units Handled Per Week During Oct. 2-22</u>	<u>Average Time (Minutes) Per Unit</u>	<u>Cost Per Unit</u>
LABEL PRODUCTION			
Delivery (Computer Services)	5	33.3	\$ 4.96
Keying and Verifying	155.5	3.0 (title)	.45
Typing	32.6	1.9 (volume)	.28
Review and Problems	9.6	2.4 (titles)	.36
SRU	177	13.2	1.97
MISC			
File Maintenance	--	103.3	15.39
Management (Meetings, training, etc.)	--	703.3	104.79
Correspondence	13.3	5.4 (letter)	.80
Other	--	83.3	12.41

Staff costs figured at LTA I, Step 5, + 30% @ 30 hours per week = \$.1490 per minute.

TABLE 3

MAJOR ACQUISITION PROCESSES
UNIT TIME/PERSONNEL COSTS INCLUDING
FRINGE BENEFITS (30%) AND OVERHEAD (75%)

<u>TASK</u>	<u>Average No. of Units Handled Per Week During Oct. 2-22</u>	<u>Average Time (Minutes) Per Unit</u>	<u>Cost Per Unit</u>
ORDERING LIBRARY MATERIALS			
Searching	1009	1.8 (search)	\$.47
Keying Bibliographic Data	259	6.0 (title)	1.56
Establishing and Keying Vendor	7	17.1 (vendor)	4.46
Keying and Verifying Orders	2376	.7 (volume)	.18
Computer Run Preparation	1*	63.3	16.51
Selection List Review	1*	383.3	99.96
Reproduction and distribution of BATAB Reports	1*	295.0	76.94
Manual Orders	62.6	3.1 (title)	.81
Cancellations and reorders	26.3	2.2 (title)	.57
ACCOUNTING			
Review fund status, financial statements	1*	30.0	\$ 7.82
Invoice Handling	1*	238.3	62.15
BATAB Reports Processing	1*	443.3	115.61
Purchase Order Processing	1*	196.6	51.27
RECEIVING			
Keying non-B&T receipts and misc. updates	910	.3 (record)	\$.08
Gifts	91	2.3 (title)	.60
Greenaway handling	--	448.2	116.89
McNaughtons	29	1.8 (volume)	.47
Unpacking & checking order form/invoice	1341	1.5 (volume)	.39
Distribution to Cataloging	--	45.0	11.74
Send out uncataloged material	--	25.0	6.52
Burst, file 51s	--	210.0	54.77
General mail receipt, sorting	2260	.3 (item)	.08

*Once each week

TABLE 3 (CONTINUED)

<u>TASK</u>	<u>Average No. of Units Handled Per Week During Oct. 2-22</u>	<u>Average Time (Minutes) Per Unit</u>	<u>Cost Per Unit</u>
PERIODICAL HANDLING			
Annual Subscriptions	--	871.6	\$227.31
Check-in	778	.4 (item)	.10
Delivery (Main)	6	31.1	8.11
Claims (System-Wide)	89	4.0 (claim)	1.04
Check of Holding Data	--	736.6	192.11
LABEL PRODUCTION			
Delivery (Computer Services)	5	33.3	\$ 8.68
Keying and Verifying	155.5	3.0 (title)	.78
Typing	32.6	1.9 (volume)	.50
Review and Problems	9.6	2.4 (titles)	.63
SRU	177	13.2	\$ 3.44
MISC			
File Maintenance	--	103.3	\$ 26.94
Management (Meetings, training, etc.)	--	703.3	183.42
Correspondence	13.3	5.4 (letter)	1.41
Other	--	83.3	21.72

Staff cost figured at LTA I, Step 5 + 30% + 75% @ 30 hours per week = \$.2608 per minute

ACQUISITIONS UNIT TIME STUDY

Date: _____

	Time	Number
<u>BATAB Handling</u>		
Computer run preparation	_____	
Selection list review	_____	
BATAB reports processing (Exception, suspended invoice, invoice summary fund status)	_____	
Purchase Order processing	_____	
Reproduction and distribution of BATAB reports	_____	
<u>Correspondence</u>		
Vendors	_____	_____ (no. of let
Gift Acknowledgement	_____	_____ (no. of form
Requests, letters, notes	_____	_____ (no. of form or letter
<u>Label Review</u>		
	_____	_____ (titles)
<u>Other</u> (Please specify)		
<u>SRU</u>	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

ACQUISITIONS UNIT TIME STUDY

Date:

Time

Number

Bibliographic Searching

Green Slips

BATAB _____ (titles)

Other (OF, SL, BIP, OCLC, etc.) _____ (titles)

Standing Orders, Greenaways, Gifts,
Here Billed, etc. _____ (titles)

BATAB _____ (titles)

Other (OF, SL) _____

Keying and Verifying

Green Slips and 30s _____ (records)

Greenaways, Standing Orders,
Documents, Gifts, Memo Orders,
Here Billed _____ (records)

Selection Lists _____ (records)

Ordering book in BATAB
(Multipurpose form) _____ (records)

51s _____ (records)

Holdings _____ (records)

County Survey _____ (records)

Labels _____ (records)

Vendor, 32, etc. _____ (records)

Typing

Gifts (51 forms) _____ (titles)

Labels _____ (sets)

OtherPlease specify, i.e., mailing
POs, etc.)SRU

ACQUISITIONS UNIT TIME STUDY

Date: _____

Time

Number

Materials Receipt

Burst, file 51s _____

Unpacking _____

Baker and Taylor _____

(volumes)

Directs _____

(volumes)

Distribute to Cataloging _____

Send out uncatalogued _____

Mail Receipt

Sorting _____

(est.)

Periodicals checkin _____

(est.)

Delivery to Main _____

Microfilm _____

(reels)

Claims _____

(no. of letters or
forms)Check of Periodicals Holding DataOther (Please specify)

SPU _____